

TSS SUPPORT STAFF

FUNCTIONAL STATEMENT TSS/LB

1. Coordinate in the maintenance, development and revision of stock levels established by the Office of Logistics, and with the Identification and Cataloguing Branch, O/L in the establishment of new and the revision of old item nomenclature.
2. Process or prepare requisitions for TSS cognizant materiel to assure that: (a) materiel requested is accurately described and, (b) the requested equipment is suitable for the intended use by obtaining the approval of the pertinent TSS Technical Division. By correspondence or personal inquiry, initiate necessary action to clarify the equipment request, confirm shipping procedures, etc.
3. Upon request by, or after coordination with, the pertinent TSS Technical Division, initiate necessary action to integrate or maintain TSS Cognizant Items in the Agency Supply System.
4. Based upon operational needs anticipated by the TSS Technical Divisions, prepare requisitions for TSS cognizant materiel to be maintained in field stations and in Area Reserve Points [REDACTED].
5. Maintain liaison with the Office of Logistics, the DD/P Area Divisions and TSS components to assure compliance with requested conditions of delivery, cover, procurement and packaging of TSS Cognizant Items.
6. Initiate action to provide TSS headquarters with adequate ventilation, light, space and transportation.
7. Administer the authorized funds approved for local purchase of expendable materiel needed on an emergent basis by TSS.
8. Maintain the Table of Vehicular Allowances for TSS.
9. Establish accountability for equipment produced by TSS facilities or as the result of an R & D Contract in accord with current O/L policy.
10. Process R & D contracts to O/L and maintain necessary liaison to inform TSS Technical Divisions of the status of contract negotiations.

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